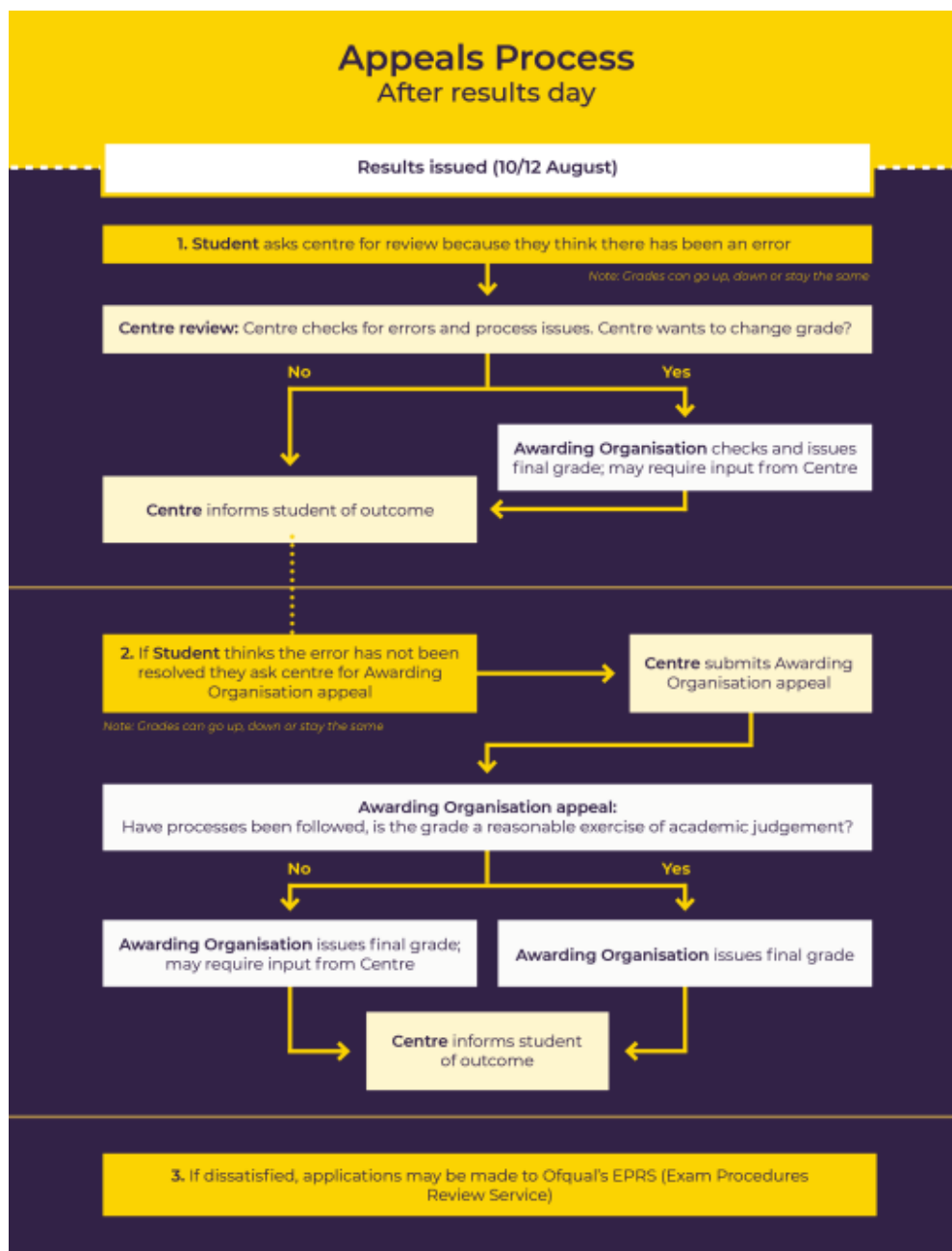


Appeals process – 2020/2021

The following is taken from the JCQ Guidance:



The process by which students may ask for a review or appeal is as follows:

Request for Centre Review

- If a student believes an error has been made in the process, they must email mcaappeals@mca.mossbourne.org by 5pm on **Friday 13th August**.



- The email must include the subject line 'Request Centre Review: student name' eg. '*Request Centre Review: Steven Jones*'.
- Details of the subjects and grades that the student would like the centre to review must be listed on the template which can be found here: [REQUEST CENTRE REVIEW](#) and the document attached to the email.
- A [REQUEST CENTRE REVIEW](#) form must be completed for each grade that you wish to be reviewed.
- All requests for a centre review will be considered by the Vice Principal for Assessment. The Vice Principal for Assessment will ensure the process has been followed correctly and will check for errors and process issues.
- Regardless of the outcome, parents or carers and students will be informed by **Wednesday 18th August**.

Appeal to Awarding Organisations

- If a student is not satisfied with the centre review, they must email mcaappeals@mca.mossbourne.org by 5pm on **Thursday 19th August**.
- This email must include the subject line 'Request for Appeal: student name' eg: '*Request for Appeal: Steven Jones*'
- Details of the subjects and grades that the student would like to appeal to the Awarding Organisation must be listed on the template which can be found here: [REQUEST APPEAL](#) and the document attached to the email.
- A [REQUEST APPEAL](#) form must be completed for each grade that you wish to be reviewed.
- Remaining stages the process is as per the guidance above.
- The Vice Principal for Assessment will keep a record of all reviews, appeals and decisions.